

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

**2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT
FOR:**

VC Rowley & Associates

Due to scheduling conflicts, IDOE was unable to complete all of the monitoring visits for this provider during the 2006-2007 school year. Monitoring visits for this provider will be completed during the 2007-2008 school year.

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Unsatisfactory	Lesson matches original description		Criminal Background Checks	Non-Compliance
Recruiting Materials	Satisfactory	Instruction is clear		Health/safety laws & regulations	In Compliance
Academic Program	Satisfactory	Time on task is appropriate		Financial viability	In Compliance
Progress Reporting	Unsatisfactory	Instructor is appropriately knowledgeable			
		Student/instructor ratio:			

ACTION NEEDED: NONE

Provider submitted corrective action plan addressing concerns identified in the document analysis and compliance section.

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: VC Rowley & Associates
REVIEWER: ST, SF

DATE DOCUMENTATION RECEIVED: 12-20-06

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	S	U	COMMENTS
Tutor qualifications	ONE of the following: -Tutor resumes/applications (<u>all tutors</u>) <i>In addition to:</i> ONE of the following: -Tutor evaluations (<u>all tutors</u>) -Recruiting policy for tutors (<u>one copy</u>) -Sample tutor contract (<u>one copy</u>)	-Recruitment policy -Tutor contract -Tutor resumes -Tutor job description and expectations		U	Tutor qualifications in resumes and stated in recruitment policy match those in provider application. However, provider did not have an adequate method for verifying tutor qualifications prior to on-site monitoring visit.
Recruiting materials	TWO of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	-Recruitment brochure & flier -Incentive policy	S		Recruitment materials are acceptable and match original provider application. Incentive policy is in line with state's policy.
Academic Program	ONE of the following: -Lesson plan(s) for one class in all subjects offered <i>In addition to:</i> ONE of the following: -Detailed lesson description -Specific connections to Indiana standards -Description of connections to curriculum of EACH district the provider works with.	-Lesson plans -Specific connection to Indiana standards	S		Lesson plans connect to Indiana academic standards and match provider application.
Progress Reporting	TWO of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	-Progress reports -Timeline for sending progress reports		U	Progress report timeline matches provider application. Application states reports will include information on skills upon which students are currently working and best modality for learning, however, this information is not included in all progress reports.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: VC Rowley & Associates
REVIEWER: ST, SF

DATE DOCUMENTATION RECEIVED: 12-20-06

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	-Criminal background checks were submitted; however, some checks were not completed prior to tutors working with students		X
Health and safety laws and regulations	ONE of the following: -Student release policy(ies) <i>In addition to:</i> -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	-Safety record statement -Student release policy	X	
Financial viability	TWO of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	-Formal documentation of legal status -Tax returns for FY 2004 & FY 2005	X	

